

Neumont University

ACCEPTABLE USE POLICY

As an institution founded to acquire and disseminate knowledge, Neumont University strongly encourages the free exchange of ideas and information among all members of its community and with members of other communities. The tools of communication can be a means of intellectual, social, cultural, emotional and moral growth. The University as a whole finds a compelling need not only to facilitate the free flow of information, but also to encourage civility, to obey legal strictures and to enforce its own policies and standards. Consequently, all students in the Neumont University community are expected to exercise responsibility, use computing resources ethically, respect the rights and privacy of others, and operate within the bounds of the law and of University policy and standards.

The University provides computer facilities and access to its computer networks only for purposes directly connected with the work of the University and with the normal academic activities of its members.

The University reserves the right to restrict the use of its computer facilities and limit access to its networks when faced with evidence of violations of University policies or standards, of contractual obligations, or, of federal or state laws. The University has the right to remove or limit access to material posted or transmitted by its computers. In matters not controlled by law or institutional policy, the University requires students to exhibit ethical conduct in the use of computing resources.

Electronic communication is ubiquitous and less personal in nature than other forms of interaction. Students are required to engage in such communication within the bounds of reasonable civility.

COMMUNICATION & PRIVACY

In accord with federal and state law, the University reserves the right to examine material stored on or transmitted through its facilities. Students should be aware that privacy cannot be guaranteed in electronic communications, even for communications that have been "deleted."

Users of the University's computer facilities assume full responsibility for their experiences. The University cannot and will not protect individuals against the existence or receipt of material that may be offensive to them except in cases of violation of the law or of University policy or standards, and then only where technically feasible. Individuals making use of electronic communications are warned that they may willingly or unwillingly receive or discover material they find offensive.

The University will not set standards for discussion or language in electronic communication forums and assumes no responsibility for the initiation or transmission of such material, whether or not such material originates inside or outside of the University. Similarly, individual users assume full responsibility and accountability for their actions.

Computers offer powerful tools for communication but also offer the potential to infringe on the rights of others. Individuals should consider carefully how their actions affect other users, and whether their behavior is prohibited under University policy and standards or under federal or state law. Violations of the law will be reported to the appropriate authorities, while violations of University policy and standards will result in intervention by University Student Services.

Such interventions do not preclude initiation of disciplinary action. Temporary restrictive actions may be taken by systems or network administrators during educational or remedial interventions, or pending disciplinary adjudication or final outcome of such adjudication. Access to computer facilities may be restricted or denied as the result of disciplinary action.

PROGRAMMING & SYSTEMS USE

Computer programming and use of University computer systems provides advanced and prolific opportunities for research and education. Failure to observe these policies disadvantages other systems users and may result in disciplinary action.

The University expects students to respect intellectual property that resides on or is accessed through university computer systems, and to refrain from misusing the intellectual property of others. Illegitimate use of such property includes, but is not limited to, unauthorized reproduction or posting of copyrighted materials, unauthorized use of trademarks or other protected symbols, and the use of programs and written materials, or parts thereof, as one's own without acknowledgment of the owner/author.

A copyright is a form of intellectual protection that is provided to the authors of "original works of authorship." The Copyright Act (codified at Title 17 of the United States Code) states that an original work of authorship that is entitled to copyright protection includes literary, dramatic, musical, artistic, and certain other intellectual works, regardless of whether they are published and unpublished.

Generally speaking, a copyright gives the copyright owner the exclusive right to reproduce the copyrighted work, to prepare derivative works, to distribute copies or phono-records of the copyrighted work, to perform the copyrighted work publicly, or to display the copyrighted work publicly. As of 1988, copyright is immediately granted to the author of all original works; it is no longer necessary to file for or assert copyright. For more information on US intellectual property law, visit the site: www.ipwatchdog.com.

All materials should be considered to be copyrighted unless specific release to the public domain or using individual has been granted in writing by the owner of the copyright.

If the owner cannot be contacted or does not provide release for any reason, the materials cannot be reused.

Student computer system users are responsible for knowing and abiding by policies concerning access to accounts, fraudulent or unauthorized use of systems, and limitations on access and use of files and systems. A description of some of the more common prohibited uses of computer systems and access at Neumont University includes:

PROHIBITED BEHAVIOR

The following are examples of behaviors that are considered to violate University policy with respect to computer systems and use:

- Sending harassing, intimidating and/or threatening messages through electronic mail or other means;
- Sending any email or message that does not correctly identify the sender of that email or message or that attempts to disguise the identity of the computer from which it was sent;

- Sending any message appearing to originate from another person, or otherwise attempting to impersonate another person;
- Transmitting, without proper authorization, email to a large number of recipients, unless those recipients have indicated an interest in receiving such email, or the sending or forwarding of email which is intended to encourage the propagation of copies of itself.
- Initiating or encouraging the promulgation of chain letters, unauthorized automated or mass postings, or other unauthorized large scale distribution;
- Intentionally intercepting, disclosing or using any electronic communication to which authorized access is not explicitly provided.
- Providing others with access to one's personal computer account(s), or gaining or attempting to gain access to the personal computer accounts, files, or electronic information of others or to accounts, files or systems to which authorized access has not been granted;
- "Hacking" or related behavior attempting to compromise University computer security or the security of remote systems accessed through University equipment or systems;
- Creating or releasing computer viruses or engaging in other destructive or potentially destructive programming activities;
- Disruption of timeshare functions or network traffic by recklessly or intentionally overloading the system or otherwise denying or restricting the access of others; otherwise interfering with the normal operations of computers, systems or peripherals;
- Modifying, altering or otherwise tampering with systems hardware or software.
- Copying for oneself or distributing to others commercial or other copyrighted software or proprietary data which has not been placed in the public domain or been distributed as freeware;
- Use of University computers, systems and/or services to perpetrate fraud, illegal activity; or misrepresentation
- Use of University computers, systems and/or services for commercial purposes or unauthorized financial gain;
- Violation of user room policies, disruption of user room activities, or misuse of computer hardware, software or computing time; and
- Any act chargeable as a violation of local, state or federal law, whether or not charges are brought by civil authorities.
- Loaning, selling or removing from service any Neumont University software, storage media, documentation and manuals or equipment without the express written permission of the Director of Information Technology.
- Participating in:
 - Online gambling
 - Online pornography
 - Sharing copyrighted or patented software, audio or video files
 - Online chat rooms not associated with university activities or materials
- Installing any software that is not properly licensed to the individual or to Neumont University and for which license has not been registered to the individual, the laptop or to the University by way of floating or site licensure.
- Installing evaluation software, shareware, etc. for use beyond the terms of the licensing agency in the attempt to avoid payment of licensing and maintenance fees.
- Displaying or causing to be displayed offensive materials in publicly visible locations such as on screen savers, in projected materials, etc. It is the intent of Neumont University to maintain a non-threatening environment in which

to work and learn. To this end, Neumont administration reserves the right to determine what materials will be considered to be offensive or threatening.

- The creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material.
- Installing peer-to-peer software such as BitTorrent, Kazaa, Limewire, etc. that has not been approved by the university on any student laptop.

Any of the above behaviors, or any other act that violates the Acceptable Use Policy or other University policies or standards, is subject to disciplinary action.

Neumont University will provide basic support for recovery from hardware failures of student laptops. The University is not responsible for lost data, work, project, or project materials.

Neumont University support will not be offered on products not provided by the University and directly required by BSCS students or faculty.

GUIDELINES FOR CIVILITY IN ELECTRONIC COMMUNICATIONS

As with all interactions within the University community, engaging in electronic communications brings with it the obligation to do so with respect to the recipients of the message. While the University encourages the exchange and debate of values and ideas, it is expected that this exchange will reflect the high ethical standards of the academic community, mutual respect and civility.

NEW AND EMERGING TECHNOLOGIES

All technologies that are not currently in use and operated through the University (or covered by this document) must be approved by the Neumont University Information Technology Department before they can be used on University resources. This includes all forms of video conferencing, reflector software, newsgroups, bulletin boards, and mailing lists. Failure to adhere to this policy will result in immediate removal of the system and disciplinary action.

USE OF UNIVERSITY HARDWARE

The machines provided for student use are the property of Neumont University. University equipment cannot be loaned, sold, or removed from service. Care should be taken with the University computer, particularly notebooks. Students will be financially responsible for any damage arising from misuse or neglect.

HARDWARE IDENTIFICATION

Each student laptop is identified with a semi-permanent adhesive nametag applied to the reverse side of the computer screen. The nametag is applied in a way that the student's name is visible to instructors when the laptop is opened and in use. Students must either leave the attached nametag in place or create one of their own design. If the student prefers to create their own nametag, it must be large enough so that it is clearly read from the rear of the classroom to an instructor standing in the front of the classroom. The nametag must also be non-offensive, non-permanent, and non-damaging to the

computer. Students not adhering to this policy will be asked to leave class to obtain a nametag from student services. Students violating the policy a second time will face judicial action.

USE OF UNIVERSITY SOFTWARE

The University has many software programs that are licensed for specific uses. Copying software to any machine, whether owned by the University or not, is prohibited.

INTERNET USE

Use of the Internet by the University students is a reflection of the University. Consequently, University computer systems should be used only for appropriate purposes. The University has the right to monitor University computer systems, including websites, chat rooms, and news groups visited by users. Searched, uploaded or downloaded material from the Internet, emails, and attachments sent and received by users may be reviewed by the University. See the policy on Information stored on University hardware for further details.

Employees and students should presuppose that all materials on the Internet are copyright and/or patented unless specific notices state otherwise.

In addition, accessing or storing any of the following content is prohibited on University equipment and subject to disciplinary action, up to and including expulsion:

- Illegally shared copyrighted content (for example, MP3 files)
- Sites promoting illegal activities
- Pornography
- Gambling

The University is very sensitive to the growing burden of unwanted electronic communication ("spam") and does not allow University resources to be used to:

- Create and/or send "spam"
- Perpetuate chain email letter or their equivalents
- Engage in any activity designed to deny the availability of communications resources (such as "letter bombs" or denial of service attacks).

ELECTRONIC GAME PLAY ("GAMING")

Electronic or analog game play (also "Gaming") is not permitted during school hours on the Neumont campus. Many types of electronic game play use valuable bandwidth resources.

This robs other students of the ability to transfer files and access information for required coursework across the wireless network.

Gaming of any kind also can distract from class instruction and project-based and team-based learning.

Gaming is not permitted between the hours of: 8:00 am -12:00 pm, and 1:00 pm – 4:00 pm (local time).

INSTANT MESSAGING ("CHATTING")

The use of Instant Messaging or "chat" software (i.e., Yahoo!, MSN, Google, Trilian, IRC, etc.) may be restricted based on instructor regulations and during tests, class periods, project classes, etc. – as prescribed by an instructor.

Instant messaging performed within the Neumont University network or on Neumont University's equipment may be monitored and used for judicial review.

INFORMATION STORED ON UNIVERSITY HARDWARE

All data stored on University equipment becomes the property of the University. The University can and does review any material stored or accessed on University equipment, including email, attachments, Web sites, chat rooms or any other files.

DISCUSSION FORUMS USAGE

The discussion forums are not meant to replace chatting or instant messaging applications. Thus, one word sentences are not allowed. Sentences such as the following should not be used in the forums, unless accompanied by other relevant comments: "LOL", "BUMP", "LMAO", "STFU", etc.

Posts should be of good taste, and at no time should any post be threatening to another individual. Disagreeing posts are completely acceptable, provided that they are actually contributing to the discussion.

The post should provide a) further avenues from which exploration in the subject matter can continue, or b) a propelling force through the current idea or topic being discussed. At no time should a discussion deviate from the forum's title's topic. Submitted attachments should be of good taste AND relate to the current discussion.

Students should not make posts more frequently than 5 per hour. This ensures bandwidth capabilities for all students and saves space on both the LMS and the student Exchange Server (email).

ACCEPTABLE USE POLICY AGREEMENT

I ACKNOWLEDGE THAT I HAVE READ NEUMONT UNIVERSITY'S ACCEPTABLE USE POLICY FOR STUDENTS AND UNDERSTAND ITS REQUIREMENTS.

I AGREE:

1. TO ABIDE BY THIS POLICY
2. THAT I WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO UNIVERSITY PROPERTY, INCLUDING COMPUTER EQUIPMENT, CAUSED BY MY NEGLIGENCE OR MISUSE OF SUCH PROPERTY, AND
3. I AUTHORIZE THE UNIVERSITY TO ADD TO MY TUITION THE AMOUNT OF ANY DAMAGES IN AN EFFORT TO RECOUP THE COST OF SUCH DAMAGE.